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ExpenseCheck

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Communique

The corporate advisory for cost-effective business travel.

HOTEL FIRE SAFETY

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The "do's and don't's" of hotel fire safety were covered in an article we published about two years ago. However, the topic is as timely and as important today as it was then.

Your own initiative and know-how are your best allies when caught in a hotel fire. Knowing what to do may well save your life. Since the smoke, fumes and gases released by combustion are the real killers, fire emergency principles are based on maintaining a healthy supply of fresh air. The most obvious way to do this is to leave the building at the first sign of smoke. Don't wait for the hotel to confirm the existence of an emergency - by then it may be too late.

Always give yourself a fire prevention set-up. As soon as you're in your room, write down the telephone number of the local fire department and your room number on the hotel note pad. Put your room key next to the pad whenever you are in the room so you can find it fast in the dark. If you leave your room in an emergency, take your key with you. You may meet an obstacle on the way to the emergency exit and need to return to your room.

To leave a smoke-filled building, you have to know how to get out. That means checking the location of the nearest exit and checking to make sure that the door is unlocked. Do this right after check in. And if things are not to your satisfaction, request another room.

Memorize the location of the nearest exit. Remember you may have to find it again in a smoked-filled hallway. If you are in a meeting room, ask a hotel employee for the location of the nearest and alternate emergency exits.

At the first suspicion of a fire, call the local fire department. Give them the hotel's address (from the pad) and your room number so they can find you if necessary.

Don't open your room door until you feel the back of the door and the doorknob.

IF THE DOOR AND DOORKNOB ARE COOL TO THE TOUCH, OPEN YOUR DOOR. If the hall isn't too smokey, head for the emergency exit. Be sure to take your room key. (If you find your escape route is blocked, you'll be able to return to the relative safety of your room.) Stay against the wall - it's easy to become disoriented in a smokey building. Remember that smoke and

noxious fumes rise. Look for fresh air near the floor; crawl if necessary to the emergency exit. Take a wet wash cloth with you and hold it over your nose and mouth if you encounter smokey air. Never use an elevator in a fire emergency. Elevator call mechanisms are heat-sensitive and could very well deliver you to the floor where the fire and super-heated gases are most intense, rather than the ground floor and safety.

IF EITHER THE DOOR OR THE DOORKNOB IS HOT TO THE TOUCH, DON'T OPEN YOUR ROOM DOOR. Grab the bed linen and head for the bathroom. Fill the bathtub with water immediately in case the fire shuts off the water supply. Wet the linen, the towels, the bathmat and the washcloths. Use the wet cloth to block cracks around the room door so smoke can't get in the room.

Open the window, if possible - but don't break it unless absolutely necessary. You may later find smoke billowing up the side of the building and entering your room; and if you've broken the window, you won't be able to shut out the smoke. Hang out a light-colored bedspread as a signal for help.

Turn on the bathroom vent fan if there is one. This will draw in fresh, outside air to the room, provided you could open the window. Block the bathroom or any other vents that aren't power vented.

Stuff vents with wet washcloths. Wait for help. If the room phone works, call and notify someone - the front desk, the police, the fire department - that you're still in your room.

Above all, DON'T PANIC.

NOTE: ExpenseCheck clients have full permission to reproduce and distribute the above article in whole or in part to traveling employees.

TRENDLINES
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Traveler activity levels climbed over last month, resulting in a 1.8% increase in Total Travel Expenses in April. However, the spending rates for individual expense categories was a mixed bag of ups and downs.

Increases were registered in Meals (+9.2%), Entertainment (+8.3%), Tel&Tel (+7.5%) and Miscellaneous (+5.8%). Decreases were in evidence in Postage & Supplies (-11.8%), Car Rental (-4.9%), Public Transportation (-1.6%) and Lodging (-1.3%).

Year to date, Total Travel Expenses are running 6.7% ahead of 1984 results. Through the same period, the Consumer Price Index has increased 1.5%.

ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
National

	AVERAGE $ PER TRAVELER MONTH			
	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	APRIL 1985		APRIL 1985	
EXPENSES				
Meals	$ 86.48	$	$ 76.43	$
Lodging	163.47		152.36	
Public Transportation	192.27		183.37	
Car Rental	27.49		27.69	
Telephone & Telegraph	95.61		85.27	
Postage & Supplies	26.54		28.29	
Entertainment	84.70		75.56	
Miscellaneous	54.23		47.80	
TOTAL TRAVEL EXPENSES	$ 730.79	$	$ 676.78	$
MEAL ANALYSIS				
Average Number Per Traveler Month	12.1		10.8	
Average Cost Per Meal -	$ 7.12	$	$ 7.07	$
LODGING ANALYSIS				
Average Number Per Traveler Month	3.0		2.8	
Average Cost Per Night -	$ 53.91	$	$ 54.45	$

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
National

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	4/85 vs. 3/85		4/85 vs. 12/84	
EXPENSES				
Meals	UP 9.2%		DOWN 11.5%	
Lodging	DOWN 1.3		UP 11.9	
Public Transportation	DOWN 1.6		UP 9.3	
Car Rental	DOWN 4.9		UP 7.1	
Telephone & Telegraph	UP 7.5		UP 7.9	
Postage & Supplies	DOWN 11.8		DOWN 7.4	
Entertainment	UP 8.3		UP 21.6	
Miscellaneous	UP 5.8		UP 3.6	
TOTAL TRAVEL EXPENSES	UP 1.8%		UP 6.7%	

MEAL ANALYSIS				
Average Number Per Traveler Month	UP 10.0%		DOWN 5.3%	
Average Cost Per Meal -	DOWN 1.0%		DOWN 6.6%	
LODGING ANALYSIS				
Average Number Per Traveler Month	UP 3.4%		UP 3.7%	
Average Cost Per Night -	DOWN 4.7%		UP 7.9%	

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ExpenseCheck Trendlines

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Business Travel Expenses
US Consumer Products

	AVERAGE $ PER TRAVELER MONTH			
	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	APRIL 1985		APRIL 1985	
EXPENSES				
Meals	$ 96.44	$	$ 93.35	$
Lodging	184.98		181.87	
Public Transportation	277.06		247.75	
Car Rental	27.87		27.42	
Telephone & Telegraph	126.33		120.75	
Postage & Supplies	49.61		48.65	
Entertainment	94.96		85.61	
Miscellaneous	52.86		57.85	
TOTAL TRAVEL EXPENSES	$ 910.11	$	$ 863.25	$
MEAL ANALYSIS				
Average Number Per Traveler Month	13.6		13.3	
Average Cost Per Meal -	$ 7.10	$	$ 7.04	$
LODGING ANALYSIS				
Average Number Per Traveler Month	3.3		3.3	
Average Cost Per Night -	$ 55.89	$	$ 55.54	$

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Business Travel Trends
US Consumer Products

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	4/85 vs 3/85		4/85 vs 12/84	
EXPENSES				
Meals	DOWN 7.7%		DOWN 0.2%	
Lodging	DOWN 7.4		UP 2.0	
Public Transportation	UP 22.0		UP 31.1	
Car Rental	UP 36.6		UP 20.2	
Telephone & Telegraph	DOWN 4.3		DOWN 4.2	
Postage & Supplies	UP 3.5		DOWN 2.5	
Entertainment	UP 12.7		DOWN 6.2	
Miscellaneous	DOWN 21.6		UP 18.2	
TOTAL TRAVEL EXPENSES	UP 3.0%		UP 7.9%	

MEAL ANALYSIS				
Average Number Per Traveler Month	DOWN 9.3%		DOWN 0.7%	
Average Cost Per Meal -	UP 1.7%		UP 1.0%	
LODGING ANALYSIS				
Average Number Per Traveler Month	DOWN 8.3%		DOWN 2.9%	
Average Cost Per Night -	DOWN 0.4%		UP 6.0%	

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ExpenseCheck Trendlines

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Business Travel Expenses
US Health and Beauty

	AVERAGE $ PER TRAVELER MONTH			
	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	APRIL 1985		APRIL 1985	
EXPENSES				
Meals	$ 93.83	$	$ 92.47	$
Lodging	236.69		236.86	
Public Transportation	325.07		313.44	
Car Rental	44.13		48.97	
Telephone & Telegraph	147.23		144.68	
Postage & Supplies	32.73		33.28	
Entertainment	113.43		95.89	
Miscellaneous	74.71		74.36	
TOTAL TRAVEL EXPENSES	$ 1067.80	$	$ 1039.95	$

MEAL ANALYSIS				
Average Number Per Traveler Month	13.2		13.0	
Average Cost Per Meal -	$ 7.13	$	$ 7.14	$
LODGING ANALYSIS				
Average Number Per Traveler Month	3.8		3.9	
Average Cost Per Night -	$ 61.57	$	$ 61.12	$

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ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
US Health and Beauty

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	4/85 vs 3/85		4/85 vs 12/84	
EXPENSES				
Meals	DOWN 9.3%		DOWN 0.6%	
Lodging	DOWN 12.4		UP 8.8	
Public Transportation	DOWN 10.7		UP 5.9	
Car Rental	DOWN 25.8		UP 2.2	
Telephone & Telegraph	DOWN 10.7		DOWN 1.2	
Postage & Supplies	DOWN 1.9		UP 10.2	
Entertainment	UP 3.9		DOWN 4.4	
Miscellaneous	DOWN 7.9		UP 22.1	
TOTAL TRAVEL EXPENSES	DOWN 9.9%		UP 4.8%	

MEAL ANALYSIS				
Average Number Per Traveler Month	DOWN 6.4%		DOWN 1.5%	
Average Cost Per Meal -	DOWN 2.9%		UP 1.6%	
LODGING ANALYSIS				
Average Number Per Traveler Month	DOWN 9.5%		NO CHANGE	
Average Cost Per Night -	DOWN 5.2%		UP 9.8%	

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ExpenseCheck Trendlines

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Business Travel Expenses
US Medical Products

	AVERAGE $ PER TRAVELER MONTH			
PERIOD COVERED	Current Month APRIL 1985	Your Company Costs	Year To Date APRIL 1985	Your Company Costs
EXPENSES				
Meals	$ 104.53	$	$ 104.83	$
Lodging	188.25		189.16	
Public Transportation	236.20		222.42	
Car Rental	26.39		21.81	
Telephone & Telegraph	201.79		202.52	
Postage & Supplies	27.51		30.58	
Entertainment	82.30		76.06	
Miscellaneous	56.92		54.05	
TOTAL TRAVEL EXPENSES	$ 923.89	$	$ 901.43	$
MEAL ANALYSIS				
Average Number Per Traveler Month	16.4		17.5	
Average Cost Per Meal -	$ 6.37	$	$ 6.00	$
LODGING ANALYSIS				
Average Number Per Traveler Month	3.3		3.4	
Average Cost Per Night -	$ 56.35	$	$ 55.47	$

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Business Travel Trends
US Medical Products

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	4/85 vs 3/85		4/85 vs 12/84	
EXPENSES				
Meals	DOWN 5.6%		DOWN 0.5%	
Lodging	DOWN 6.6		UP 1.0	
Public Transportation	UP 11.2		DOWN 4.0	
Car Rental	UP 76.4		DOWN 16.9	
Telephone & Telegraph	DOWN 9.1		UP 3.2	
Postage & Supplies	DOWN 16.1		UP 8.6	
Entertainment	UP 4.9		DOWN 4.1	
Miscellaneous	UP 11.0		DOWN 7.1	
TOTAL TRAVEL EXPENSES	DOWN 0.1%		DOWN 1.2%	

MEAL ANALYSIS				
Average Number Per Traveler Month	DOWN 13.7%		DOWN 1.1%	
Average Cost Per Meal -	UP 9.1%		UP 0.8%	
LODGING ANALYSIS				
Average Number Per Traveler Month	DOWN 8.3%		DOWN 2.9%	
Average Cost Per Night -	UP 1.7%		UP 4.5%	

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ExpenseCheck Trendlines

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Business Travel Expenses
US Pharmaceutical

AVERAGE $ PER TRAVELER MONTH

PERIOD COVERED	Current Month	Your Company Costs	Year To Date	Your Company Costs
	APRIL 1985		APRIL 1985	
EXPENSES				
Meals	$ 64.74	$	$ 62.96	$
Lodging	79.41		73.91	
Public Transportation	63.19		61.06	
Car Rental	6.84		9.02	
Telephone & Telegraph	54.43		52.82	
Postage & Supplies	13.56		13.49	
Entertainment	51.02		46.70	
Miscellaneous	69.80		76.25	
TOTAL TRAVEL EXPENSES	$ 402.98	$	$ 396.20	$

MEAL ANALYSIS				
Average Number Per Traveler Month	7.3		7.2	
Average Cost Per Meal -	$ 8.83	$	$ 8.71	$
LODGING ANALYSIS				
Average Number Per Traveler Month	1.6		1.5	
Average Cost Per Night -	$ 49.79	$	$ 48.99	$

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Business Travel Trends
US Pharmaceutical

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	4/85 vs 3/85		4/85 vs 12/84	
EXPENSES				
Meals	DOWN 8.8%		DOWN 9.5%	
Lodging	DOWN 9.7		DOWN 5.8	
Public Transportation	DOWN 13.5		DOWN 11.8	
Car Rental	DOWN 37.7		UP 15.5	
Telephone & Telegraph	DOWN 10.4		UP 2.7	
Postage & Supplies	DOWN 10.7		UP 4.8	
Entertainment	DOWN 0.8		UP 17.6	
Miscellaneous	DOWN 4.6		UP 29.8	
TOTAL TRAVEL EXPENSES	DOWN 9.1		UP 2.1	
MEAL ANALYSIS				
Average Number Per Traveler Month	DOWN 13.1		DOWN 11.1	
Average Cost Per Meal -	UP 4.9		UP 1.8	
LODGING ANALYSIS				
Average Number Per Traveler Month	DOWN 11.1		DOWN 11.8	
Average Cost Per Night -	UP 0.6		UP 7.1	

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